



**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY
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#T1776 INDOCHINESE COMMUNITY SERVICE OFFICER I

***SALARY: \$2760 to \$3294, Monthly; effective 06-19-04
(Includes additional 70 cents per hour bilingual pay.)**

APPLY: FIRST DATE: April 27, 2001

LAST DATE: Open

Prompt application is encouraged. Immediate vacancies may be filled when sufficient applicants have been processed.
Later applicants will be eligible for employment consideration as future positions MAY become available. NOTE: Based upon the number of applications received, this application filing period may **close within five days.**

NOTES:

- 1) Most individuals hired work a 40-hour week and may be assigned to work rotating shifts.
- 2) Employees are eligible to receive a uniform allowance of \$700 annually upon satisfactory completion of the probationary period.
- 3) Individuals who are at least 20 1/2 years old, may be eligible to apply for additional jobs in the Police Officer series. Police Officer applicants must be United States citizens or permanent resident aliens who are eligible and have applied for U.S. citizenship at least ONE YEAR prior to application for employment. Persons convicted of felony offenses are disqualified by State Law.

REQUIREMENTS: You must meet the following requirements on the date you apply, unless otherwise indicated.

EDUCATION: High school graduation, G.E.D., or a State of California accredited equivalency. Successful candidates who are considered for employment by the Police Department must submit a copy of their high school diploma or equivalent certificate when requested to complete the Personal History Statement. High school seniors in their last semester may apply, and if successful on the written test, will be placed inactive on the eligible list until proof of high school graduation is presented to the Personnel Department.

LICENSE: A valid California Class C Driver's License is required at the time of hire.

LANGUAGE: Ability to speak, read, write, and translate in both written and verbal **English** and at least one of the following languages: **Cambodian, Vietnamese, Laotian, or Hmong.** Vacancies will be filled based on the specific language skills required.

TYPING CERTIFICATE: Since Community Service Officers routinely use laptop computers, an ORIGINAL typing certificate indicating the ability to type at a corrected speed of 30 words per minute on a typewriter or computer keyboard must be submitted during the Police Department's Background Investigation Process. The certificate must be issued under International Typing Contest Rules and specify the net and gross speed, the number of errors and that the test was five minutes or longer. Certificates specifying more than five errors will not be accepted. **Individuals who are serving or have served in City of San Diego job classifications which meet or exceed the minimum typing requirements need not submit a typing certificate.**

Typing tests are given at, but you are not limited to, the following locations: (Call individual centers for further information.)

Centre City / Skills Center: (619) 388-4600

Mid-City Center: (619) 388-4500

Cesar Chavez Center: (619) 230-2895

North City Center: (858) 627-2545

Educational Cultural Complex: (619) 388-4881

The West City Center: (619) 221-6973

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BILINGUAL TEST: Prior to hire, candidates must successfully pass a bilingual proficiency test.

TRAINING: After hire, employees must successfully complete a paid course of instruction which includes classes in: traffic enforcement and control; crime prevention; communications; crime investigation, chemical agents; narcotics identification; report writing; first aid and CPR; firearms familiarization; physical conditioning; vehicle operations; and self-defense.

DUTIES: Indochinese Community Service Officers I assist City of San Diego Police Officers in improving communications with the various Indochinese communities by acting as translators, assisting in investigations, acting as a liaison with community leaders, and training Police Officers to understand cultural differences. Indochinese Community Service Officers also take reports of minor crimes, petty thefts, etc., where no suspect information is available; direct traffic at accident scenes, fires or other locations as needed; assist in transporting large amounts of seized property or evidence; conduct public meetings such as Neighborhood Watch; and perform other related nonhazardous duties as assigned.

HOW TO APPLY: Submit a completed **DATA ENTRY FORM** and **APPLICATION/SUPPLEMENT (including any attachments)** for this position. Your Application/Supplement will be made available to the hiring department(s). Please submit requested materials only.

THE SCREENING PROCESS will consist of the following:

1. **APPLICATION:** All properly completed applications will be evaluated for applicable education and language skills. Only those applicants who meet the requirements will be approved to continue in the screening process.
2. **WRITTEN TEST:** All qualified applicants will be notified to take a Written Test which may include, but is not limited to the following factors: ability to read and comprehend data and reports; evaluate written information and make effective decisions; make visual comparisons to identify similarities and differences between groups of items such as words or numbers; write grammatically correct sentences and paragraphs in a clear and effective manner; and understand and use maps and diagrams. **QUALIFYING ONLY- WEIGHT 100%**

WRITTEN TEST DATE: Approved applicants will be notified of the date, time, and location.

WRITTEN TEST WAIVER: If you meet either one of the following conditions, you may request a waiver of the Written Test by checking the appropriate box on the Application/Supplement.

1. Graduation from a California P.O.S.T. approved Police Academy with a Basic Peace Officers Certificate or possession of a Basic P.O.S.T. Certificate. **A copy of the certificate must be attached to the application.**
2. Have previously passed any of the following examinations: #T1770 Somali Community Service Officer I or African Community Service Officer I; #T1776 Indochinese Community Service Officer I; or #T1818 Community Service Officer I. **A copy of your Notice of Qualification/Test Results must be attached to the application.**

ELIGIBLE LIST: Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

APPLICANT INFORMATION

APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

FALSIFICATION: Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

A CITY MEDICAL EXAMINATION including drug screening and documentation of medical history, may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

The provisions of this bulletin do not constitute an expressed or implied contract.

DIVERSITY BRINGS US ALL TOGETHER

THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.